



ENGINEERING SCHEDULER

Job description

Icon Systems, Inc. (Icon) is a privately held San Diego company specializing in the design and manufacture of military-grade simulation, training and instrumentation products utilized by the Department of Defense. Icon is looking for an Engineering Scheduler to fulfill the following duties and responsibilities in support of the Engineering Department.

RESPONSIBILITIES

- Work with the Engineering Manager to develop Project Planning within the Engineering Department.
- Help determine the practices and procedures required for the department's cohesive use of MS Project in fulfillment of Project Planning goals.
- Work with Program Managers, Project Engineers and group Supervisors to integrate the project work scope into complete, detailed schedules.
- Prepare progress reports and lead routine progress meetings.
- Provide labor forecasting reports: (1) to assist with the department's hiring/staffing needs and (2) to ensure seamless transitions from mature projects to new with minimal labor disruption.
- Attend program meetings to monitor resource assignments and expectations, schedule changes, and other schedule-related activity.
- Measure and report engineering progress on Firm Fixed Priced (FFP) contracts
- Prepare earned value reports on Time and Material (T&M) contracts.
- Assess activity progress by making inquiries directly to the Project Engineers (PE's) or relevant staff. Report major delays and issues to the Engineering Manager.
- Evaluate overall engineering resource allocation and provide recommendations to keep to schedule.
- Liaise with PE's and group Supervisors to communicate required completion dates and interface between responsible parties.
- Responsible for the overall maintenance and upkeep of all engineering schedules.
- This position reports to the Engineering Manager.

REQUIREMENTS

- Bachelor's degree preferred, but not required.
- At a minimum, high school diploma or equivalent plus an additional 3 years of relevant work experience.
- 3-5 years experience planning, scheduling and tracking the progress of either government programs or engineering projects. Must have experience in a technical environment.
- MS Project expert.
- Proficient with MS Office (Access, Excel, Word, PowerPoint).
- Excellent verbal and written English communication skills.
- Demonstrated ability to work with a variety of personalities, from engineers to upper management.
- Must have good judgment and diplomacy; be self-directed and proactive; take ownership of commitments.
- Must be a citizen/national of the United States.

Icon Systems, Inc. is an Equal Opportunity Employer, M/F/D/V